



Annual Estimate of Optional Retirement Program (ORP) State Contributions

Who should read

Chief fiscal officers of public junior/community colleges.

Policy

Junior/community colleges must certify estimates of state matching contribution funds for employees participating in the Optional Retirement Program (ORP).

FMX

This document and any other Comptroller documents referenced are available on Fiscal Management's FMX at <https://fm.x.cpa.state.tx.us/fmx>.

Legal cite

Texas Government Code Annotated Section 830.202(d).

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Background

Background

Junior/community colleges are required to certify estimates of state matching contribution funds for employees participating in the Optional Retirement Program (ORP).

The amount your college receives monthly is dependent on you providing a list of employees participating in ORP, each employee's salary and the contribution amount per employee. The contribution amount for all participating employees should total the requested sum.

Contribution Rate

The state contribution rate for the 2010-11 biennium **has decreased** to **6.40 percent** per Senate Bill 1, 81st Legislature, Regular Session, Article III-33, Optional Retirement Program.

Filling Out the Forms

About the Forms

You may use the *Annual Certification of Estimated ORP State Contributions* form to estimate the funds your college will need for fiscal 2010.

To receive state matching contributions, the *ORP Monthly Payment Request* form must be completed, signed by an authorized college official and mailed or faxed to the Comptroller's office (see address below).

Junior colleges should submit payment requests using their 9-digit Employer Identification Number (EIN) instead of their 3-digit repeater number. Payments for FY 10 will be paid to the EIN.

When completing the forms, carefully consider your college's program participation trend and projected employment of eligible personnel. If your college's needs exceed the estimated amount, you must recertify before additional funds are disbursed. If a later analysis reveals state contributions were overpaid, the overpayment amount must be returned immediately.

Submitting the Forms

The *Annual Certification of Estimated ORP State Contributions* forms must be returned to the Texas Comptroller of Public Accounts by Aug. 1, 2009.

Submit the completed forms to:

Texas Comptroller of Public Accounts
Fiscal Management Division
Attention: ORP Analyst
P.O. Box 13528
Austin, TX 78711-3528

You can also fax the forms to (512) 936-5970.

Direct Deposit

Would you like your college's payment made by Direct Deposit?

To receive direct deposit payments, download, print and fill out the *Vendor Direct Deposit Authorization* form at www.window.state.tx.us/taxinfo/taxforms/74-176.pdf.

Colleges interested in the Advance Payment Notification, providing a one-business-day advance notice before a direct deposit payment posts to the college's bank account, can download and fill out the Advance Payment Authorization Notification form at www.window.state.tx.us/taxinfo/taxforms/74-193.pdf.

Note: ORP funds for institutions of higher education are appropriated directly to each institution and will not be allocated from the appropriation made to the Comptroller.

For More Information

Questions

Please direct questions to Chris Sanchez at (512) 475-0724.